

**REQUESTS FOR PROPOSALS**  
**by the Homer Airport Terminal**  
**City of Homer, Alaska**  
**for**  
**General Concession Leases**

Sealed proposals for the leasing of two (2) general concession spaces at the Homer Airport Terminal will be received at the office of the City Clerk, 491 E. Pioneer Avenue, Homer, AK 99603 prior to 2:00 p.m. on Friday, May 1, 2015. General concession leases could include, but are not limited to businesses such as: food vendors, coffee stands, and other airport related services. The time of receipt will be determined by the City Clerk's time stamp. Proposals received after the time fixed for the receipt of the proposals shall not be considered.

Proposers are required to be on the plan holder's list to be considered responsive. Plan holder registration forms, and Plans and Specifications are available on line at <http://www.cityofhomer-ak.gov/rfps>. All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive. Sealed proposals shall be received at the Office of the City Clerk no later than 2:00 p.m. Friday, May 1, 2015. The City reserves the right to accept or reject any and all proposals and to waive irregularities or informalities in the proposals.

For proposal specifications contact:

City Clerk  
491 E. Pioneer Avenue  
Homer, AK 99603  
907-235-3130

Please direct all questions regarding this RFP to:

Marvin Yoder, City Manager  
491 E. Pioneer Avenue  
Homer, AK 99603  
907-235-8121 ext. 2222

Dated this 7th day of April, 2015

  
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Marvin Yoder, City Manager

Publish: Homer Tribune April 15 & 22, 2015  
Account #: 100-0149-5227

# REQUEST FOR PROPOSAL

## General Concession

Homer Airport Terminal



**CITY OF HOMER, ALASKA**

Beth Wythe, Mayor

**CITY MANAGER**

Marvin Yoder



**REQUEST FOR PROPOSAL FOR GENERAL CONCESSION**

The City of Homer, Alaska has begun the competitive selection process for two General Concession spaces at the Homer Airport. The City is soliciting proposals and statements of qualifications from individuals or firms interested in this business opportunity.

Each designated area includes 100 square feet of concession space within the Homer Airport. The Lease will be awarded pursuant to a Request for Proposal process.

This RFP document contains:

- Instructions for submitting a Proposal
- Schedule of important dates and deadlines
- Evaluation Criteria
- Lease Application
- Lease Agreement

You are encouraged to review this RFP carefully so you may offer your feedback or request clarification prior to the submittal deadline. We look forward to your participation. If you have any questions, please don't hesitate to call.

  
Marvin Yoder, City Manager



**SCHEDULE**

**ACTIVITY**

**DATES**

**Publish Dates:**

Homer Tribune: April 15 & 22, 2015

**Submittal Deadline:**

Friday, May 1, 2015  
2:00 PM

**Submittal Address/Location:**

City Clerk  
Homer City Hall  
491 East Pioneer Avenue  
Homer, AK 99603

**Homer City Council Approval of Successful Proposals and Lease Agreements:**

May 11, 2015

**Estimated Lease Award Date:**

After May 11, 2015

Please note that this schedule is subject to change. Any date(s) may be extended by the City Manager when in the interest of the City to do so.



**PART I**

Please note that the economic and other terms of this Concession Opportunity, including the provisions relating to rent, Lease term, deposits, insurance, and operational requirements, are described in more detail in the attached Lease.

**1. INTRODUCTION**

This RFP is intended to inform interested parties about the competitive selection process for a General Concession Opportunity at the Homer Airport Terminal. It is anticipated that the selection process will take one month, culminating with the City Council's award of one to two Leases.

**2. DESCRIPTION OF THE GENERAL CONCESSION LEASE**

In participating in this selection process, each Proposer will be seeking the opportunity to conduct the Permitted Use, as described in Section 1.3.b below, within the Airport pursuant to the Lease. The Lease describes the business and operational requirements of this Concession Opportunity, including the premises, rent, Lease term, deposits, insurance requirements, nondiscrimination requirements, and other important requirements.

The City Manager reserves the right to revise the form of the Lease prior to its execution to:

- (a) reflect the Concession Opportunity developed pursuant to this RFP,
- (b) incorporate any City requirements adopted or deemed applicable after the drafting of such draft Lease, and
- (c) incorporate any other non-substantive provisions desired by City Council.

**3. SUMMARY OF BUSINESS TERMS**

a. Term. General Concession leases have a lease term of five years or less, which is negotiated with the Sublessee. The Rent Commencement Date refers to the date the Tenant takes possession of some or all of the Premises, as determined by the City Manager.

b. Permitted Use. The Lease is intended for a concession area and for no other use without Landlord's consent. Without limiting the generality of the foregoing, Tenant shall operate the Premises in strict conformity with the requirements herein, including those set forth in the Lease. Business hours are not less than 4 hours per day, six day per week, excluding holidays.



## Request for Proposal

## General Concession Lease

April 2015

c. Rent. Per Lease Year, the base rent is structured as follows:  
**\$2,422.80**, plus taxes, payable in **monthly installments of \$201.90**, plus taxes.

In addition, **10% of Sublessee's Gross Sales** ("Percentage Rent"), but in no case shall the Percentage Rate be lower than \$200.00 per month.

d. Deposit Amount. At the time of execution of the Lease, the Sublessee is required to provide a **\$500.00 security deposit**.

e. Utilities and Service. Utilities are available within the terminal building, including garbage service. Applicant will be responsible for phone, internet or any other type of utilities.

f. Comprehensive General Liability and Workers Compensation Insurance. Upon signing of lease, Sublessee shall maintain comprehensive general liability insurance with a single combined liability limit of not less than five hundred thousand dollars (\$500,000.00) insuring against all liability of Sublessee, it's employees, and authorized representatives in regard to the Premises. The City of Homer and State of Alaska shall be named as additionally insured. If employees are hired, proof of workers compensation insurance is required.

## **PART II**

### **1. INQUIRIES REGARDING RFP**

Interested parties will be granted a Pre-Application Meeting upon request.

Inquiries regarding the RFP and all requests for written modification or clarification of the RFP must be directed to:

Walt Wrede, City Manager

Email: [citymanager@cityofhomer-ak.gov](mailto:citymanager@cityofhomer-ak.gov)

Phone: (907)235-8121 x 2222

Mail: 491 East Pioneer Avenue  
Homer, Alaska 99603



## **2. TIME AND PLACE FOR SUBMISSION OF PROPOSALS**

Proposals must be received by **2:00 p.m. on Friday, May 1st**. Postmarks will not be considered in judging the timelines of submission. Late submissions will not be considered. Proposals submitted by fax or email will not be accepted.

Proposals may be delivered in person or mailed to: City Clerk  
Homer City Hall  
491 East Pioneer Avenue  
Homer, Alaska 99603

## **3. FORMAT**

Proposals shall be submitted in a sealed envelope clearly marked, "**GENERAL CONCESSION PROPOSAL.**"

**To be deemed responsive, Proposals must include:**

1. Lease Application- provided by the City
2. Lease Application Fee (\$30 non-refundable fee submitted with proposal)
3. Proposer's Transmittal Letter- should list all items contained in the proposal
4. Business Plan- clear and precise narrative description of your plans, experience and stability.
5. Summary of Qualifications- attach information which demonstrates that the proposer has adequate qualifications and experience in successfully conducting a concession business.
6. Financial Report- should demonstrate Proposers ability to directly finance and/or obtain financing for proposed lease. List assets and liabilities, and note what assets are available to start a business.
7. Project Schedule- a specific time schedule for business activity to commence. Additionally, list hours of operation you intend to be open at the airport terminal, as well as how many employees will be hired.
8. Attachments Requested- per the application form, including, but not limited to the following documentation:
  - a. Partnership or corporate agreement
  - b. Business License
  - c. References and any other information that is directly pertinent to the Evaluation Criteria contained herein



**PART III**

**1. PROPOSAL EVALUATION PROCESS - GENERAL**

To participate, each proposal must be submitted on or before the Submittal Deadline.

Proposals will be reviewed by staff to ensure the application is complete. If the application is incomplete, the proposal will be deemed nonresponsive. If the application is complete, the proposal will be reviewed and evaluated by the Lease Committee before recommendations are forwarded to City Council.

**2. EVALUATION CRITERIA**

Proposals will be evaluated on the following criteria and scored according to the point scale:

<b>Evaluation Criteria</b>	
<p><b>1. Proposed Concept</b></p> <ul style="list-style-type: none"> <li>• Description in narrative form of your plans, experience, and stability</li> <li>• Overall appeal of proposed concept</li> <li>• Conformance with concept sought in RFP, including compliance and timely submission of all documents requested</li> </ul>	<i>10 points</i>
<p><b>2. Business Plan</b></p> <ul style="list-style-type: none"> <li>• Financial report including credit history, listing your assets and liabilities. Also note what assets are available to support operations of this venture</li> <li>• Overall appeal and quality of plan</li> <li>• The development plan including all proposed improvements, and timetables to commence business activity</li> </ul>	<i>20 points</i>
<p><b>3. Hours of Operation and Staffing</b></p> <ul style="list-style-type: none"> <li>• Intended hours of operation</li> <li>• Number of employees anticipated to be hired</li> </ul>	<i>10 points</i>
<p><b>4. Experience</b></p> <ul style="list-style-type: none"> <li>• Qualifications and experience in general concession business</li> <li>• Current business and how you plan to incorporate your vision into the Homer Airport</li> <li>• Ability to maximize sales, revenue and customer satisfaction</li> <li>• Lease history</li> <li>• Current performance, if applicable</li> </ul>	<i>10 points</i>
<b>Total Possible Points</b>	
<b>50</b>	



**3. SELECTION OF TENANT(S) & NEGOTIATION AGREEMENT**

After evaluation and ranking of proposals, a recommendation will be forwarded to the City Council. If the Council approves, the City will offer the highest ranking proposer(s) an opportunity to negotiate lease agreements. The commencement date of the lease will be negotiated with the successful Proposer(s).

- a. If the City determines, at its sole discretion, that it will be unable to reach an acceptable agreement with a Proposer within an acceptable amount of time, the City may terminate negotiations with that Proposer and begin negotiations with the next highest ranking Proposer.
- b. The City may withdraw its solicitation of proposals to lease the property at any time before the City Council approves a definitive lease document.
- c. The City reserves the right to reject any or all responses, may waive any or all informalities or irregularities, and may permit the correction of errors or omissions in responses.
- d. A tour of the property will be provided prior to the Submittal Deadline, if requested by a Proposer, with sufficient notice.

